

To: Pruitt, Scott[Pruitt.Scott@epa.gov]; Hupp, Millan[hupp.millan@epa.gov]; Ferguson, Lincoln[ferguson.lincoln@epa.gov]; Ford, Hayley[ford.hayley@epa.gov]
Cc: White, Elizabeth[white.elizabeth@epa.gov]
From: No, Fredrick
Sent: Fri 5/4/2018 4:16:02 PM
Subject: NRDC FOIA (EPA-HQ-2017-010175) - non-email records search request

Haley, Lincoln & Millan,

Beth White has asked that I send the below FOIA search request to you directly, so that the Administrator's non-email records can be searched in regard to NRDC request EPA-HQ-2017-010175 (described below), which is the subject of pending FOIA litigation in federal district court. Also, please note that the three of you are also listed as potential records custodians, so if you could please check your own files for records, as well, and confirm whether you each have potentially responsive records by the May 11, 2018 deadline, we would appreciate it.

Thanks,

Fred No

Fred No
U.S. EPA
Office of Administrator

Office of the Executive Secretariat
(202) 564-2793

Hello,

You have been identified as a custodian likely to have agency records responsive to a FOIA request from requester NRDC seeking documents relating to EPA Administrator Scott Pruitt's "State Action Tour." This FOIA request has been assigned tracking number EPA-HQ-2017-010175, which is currently in litigation. In order for EPA to demonstrate the Agency conducted a reasonably calculated search, as required by the FOIA, we need you to conduct a search of non-email records in your possession in accordance with the following parameters:

(1) Subject Matter of potentially responsive records: EPA records relating to (1) the process, planning, or criteria used to decide which states would be visited by Administrator Pruitt on his "State Action Tour"; and (2) the process, planning, or criteria used to decide which non-EPA persons, organizations, or entities to invite to attend any meeting with EPA officials during the "State Action Tour."

(2) Date range of potentially responsive records: 2/17/17 – 3/1/18

(3) Please conduct a search of the following types of records in your possession:

- Paper files (including, but not limited to, phone logs, schedules, handwritten notes, etc.);
- Non-email electronically stored information ("ESI"):
 - ☐ OneDrive
 - ☐ SharePoint
 - ☐ Government Furnished Equipment ("GFE") computer hard drive(s)
 - ☐ Lotus Notes database(s)
 - ☐ Any other local or shared hard drive(s)
- Text messages
- Voicemail
- External Drive(s) and Disc(s)
- Other non-email Agency records in your possession that are likely to be responsive records.

While conducting your search, ***please take notes on your search methods*** (e.g., type(s) of records, location(s) searched, how you identified responsive records, etc.). After you have completed your search, please scan and email any responsive records located through your search efforts to Fred No (no.fredrick@epa.gov), with the email subject line, “NRDC FOIA 010175 search results.” Please also send an email if you determine you have no responsive records (i.e., responding, “No responsive records located.” ***Finally, please also include your notes briefly describing your search.***

To conclude your search efforts, ***please specifically answer the following question:***

1. Have you ever used personal email to conduct Agency business related to the decision process used to decide which states Administrator Scott Pruitt would attend during his “State Action Tour” or which non-EPA persons/organizations/entities would meet with during his “State Action Tour?”
 - a. If so, please indicate whether you have forwarded such message(s) to your [epa.gov](mailto:no.fredrick@epa.gov) account and provide a copy of the forwarded message to Fred No (no.fredrick@epa.gov).

EPA is currently obligated by court order to search, review, and produce all non-exempt responsive records for EPA-HQ-2017-010175 by June 5, 2018. With such a tight deadline before us, we need you to complete your search and submit any responsive records and search documentation by no later than **Friday, May 11, 2018.**

If you have any questions concerning the instructions above, please call or email:

Fredrick No, (202) 564-2793, no.fredrick@epa.gov; OR

Scott Albright, (202) 564-2884, albright.scott@epa.gov.

Thank you.

Potential records custodians for EPA-HQ-2017-010175:

Scott Pruitt
Nancy Grantham
Thomas Brennan
Lee Tanner
Amy Dewey
Cathy Milbourn
Elizabeth Tate Bennett
Stephen Gordon
Millan Hupp
Sarah Greenwalt
Lincoln Ferguson
Elizabeth Bowman
Ryan Jackson
Kelly Kunding
John Konkus
Kelsi Daniell
Forrest McMurray
Hayley Ford
Troy Lyons
Jahan Wilcox
Gregory Peck
Michael Shapiro
Lee Forsgren
Benita Best-Wong
John Goodin
Donna Downing
Rose Kwok
Mindy Eisenberg
Andrea Drinkard

Allison Dennis